

APPENDIX E-205 P

ADJUSTMENT OF DUE-IN RECORDS FOR GOVERNMENT LOANED PROPERTY (GLP) CARD

1. PURPOSE

This appendix is applicable to chapters 13 and 40. It describes the procedures for transferring Government Loaned Property (GLP) from one contract to another, with or without physical change in location, and adjusting Due-In records.

2. APPENDICES

- a. Appendix A-11, Project Codes.
- b. Appendix A-121, Project Action Codes.
- c. Appendix B-104, Transaction History File Inquiry Card.
- d. Appendix B-205, Adjustment of Due-In Records for Government Loaned Property (GLP) Card.
- e. Appendix D-218, Adjustment of Due-In Records for Government Loaned Property (GLP) Cards.
- f. Appendix E-104 P, Transaction History File Inquiry Card.
- g. Appendix E-508 P, Issue Documents for Government Furnished Materiel (GFM) Assembly/Disassembly, Alteration, Conversion and Modification Procedures.
- h. Appendix E-205 V, Adjustment of Due-In Records for Government Loaned Property (GLP) Card Violations.
- i. Appendix F-110, Transaction History File Printout.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

a. Directorate of Supply Operations, Inventory Management Division, is responsible for:

(1) Processing documents to update the Due-In Files when GLP is transferred from one contract to another, with or without physical movement.

(2) Furnishing shipping documents (DD Form 250) and Government Bill of Lading to applicable contractor, when physical transfer is involved.

b. Directorate of Storage and Transportation is responsible for preparation of Government Bill of Lading, when requested by Directorate of Supply Operations.

#### 4. PROCEDURES INSTRUCTIONS

a. When it is determined that GLP is to be transferred from one contract to another, with or without physical movement, the Item Manager, Inventory Management Division, Directorate of Supply Operations will:

(1) When the total quantity is to be transferred, prepare Adjustment of Due-In Records for GLP Card, appendix B-205 (DIC ZMJ), and forward for mechanical processing.

(2) Where a quantity less than the quantity reflected in the Due-In File is to be transferred:

(a) Three days after receipt by depot of returned materiel, as indicated on copy of DD 1483, process Transaction History File Inquiry Card (appendix B-104, DIC ZCB) to obtain THF printout (appendix F-110).

(b) If the receipt is recorded in THF (assurance that Due-In File has been adjusted), process Adjustment of Due-In Records for GLP Card, appendix B-205, for quantity remaining due-in.

(3) Where an additional quantity is required:

(a) Prepare Adjustment of Due-In Records for GLP Card, appendix B-205, to transfer quantity reflected in Due-In File to the new contract.

(b) Process Supply Directive, DIC A1\_, in accordance with appendix E-508\*P (using the same Directive number as in pos. 62-64 of appendix B-205) for the additional quantity.

(4) When GLP is to be transferred from one contractor to another, prepare DD Form 250 (Materiel Inspection & Receiving Report) and forward five copies with set of Government Bill of Lading (obtained from Dir/Storage and Transportation) to contractor who will ship the GLP.

b. On request, Directorate of Storage and Transportation will prepare Government Bill of Lading and forward complete set to Directorate of Supply Operations.

#### 5. FLOW CHART

Flow chart not required.